

THE EUROPEAN MARINE ENERGY CENTRE
JOB DESCRIPTION AND PERSON SPECIFICATION
CONTRACTS & GRANTS ADMINISTRATOR

Reports to: Finance Director

Purpose: Assist with the administration of contracts and grants across EMEC.

Responsibilities

1. Work with teams across EMEC to ensure an accurate, timely, efficient and transparent process supporting the full project life cycle, from proposal to close. This entails pre-award support, tracking costs including timesheets, allocation of match funding, reviewing relevant reports, monitoring and audit support.
2. Assist with the delivery of contracts and grants to ensure a high standard of outputs, to time, budget and the client's satisfaction by:
 - Ensuring claims are accurate and submitted to agreed timescales.
 - Supporting Project Managers to deliver financial and management reports on EMEC's activities in grant funded projects.
 - Ensuring that data and learning from projects is captured and evaluated.
3. Work with staff to develop and maintain all contract and grant agreements and associated documentation pertaining to contracts (service provision and procurement) and grant awards. Keeping up to date records of contracts and agreements, any variations, and impacts or inter-relationships between them.
4. Ensure procurement is carried out in adherence with EMEC procurement procedures, notably to enable expenditure eligibility with grant awards.
5. Support all aspects of EMECs contract and grant delivery process including all policies, systems, and documentation to ensure compliance, incorporating best practice, and ensuring excellent monitoring and controls.
6. Review contract and grant awards prior to notification of the award, interpret contract and grant requirements and translate into operational policies as required.
7. Develop and maintain a basic contract and grant manual and communicate appropriately with staff concerning policies, procedures and updates.
8. Research various contract and grant management systems and work in collaboration with finance staff to implement any new systems proposed.
9. Ensure that the EMEC Integrated Management System is adhered to and assist the Quality Manager and others with identifying and progressing improvement actions, supporting EMEC's accreditation by the UK Accreditation Service (UKAS) or other relevant body.

10. Support the accreditation by the UK Accreditation Service (UKAS) and ensure all activity is compliant to QA procedures.
11. From time to time carry out other assignments which may differ from the above as instructed by the Finance Director.

Reports: There are no direct reports to this position.

Person Specification

Education

Essential – HNC in an administration or business subject (or equivalent)

Skills & Knowledge

Essential

- IT literate user of MS Office packages.
- a good understanding of office systems and procedures
- excellent communicator by telephone, E-mail and print
- strong and proven organisational skills with the ability to prioritise workloads and manage multiple tasks in order to meet deadlines
- strong customer focus

Desirable

- interest in renewables
- ability to set and revise policies and procedures while brokering buy-in from all stakeholders

Personal Attributes

Essential

- organised, disciplined administrator
- ‘completer finisher’
- team worker
- ‘can-do’ approach
- developed social skills are essential within the formal and informal environments you will be expected to represent the Company
- excellent attention to detail and accuracy
- a positive and flexible approach

Experience

Essential

- 2 years’ relevant experience
- working effectively within a project delivery focussed environment
- working both within a small team and on your own initiative

Desirable – experience of administering public sector funded projects

Special Conditions Associated with the Role

None